Reminder: Password Security Protocols

Dear [Employee Name],

This is a friendly reminder to review and adhere to our company's password security protocols. Ensuring the safety of our digital assets is a top priority.

Best Practices:

- Use at least 12 characters, combining letters, numbers, and symbols.
- Avoid using easily guessed information such as birthdays or names.
- Change your password every 3-6 months.
- Do not share your password with anyone.
- Utilize two-factor authentication where available.

If you have any questions or need assistance with your password, please contact the IT department.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]